



Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

STUDENT CLUBS HANDBOOK

Holistic Development • Leadership • Creativity • Social Responsibility

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Principal

Gopinath P.G. College
Devali, Salamatpur-Ghazipur

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STUDENT CLUBS HANDBOOK

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1. Preamble

Student Clubs constitute an essential dimension of holistic education at **Gopinath PG College**. The institution believes that learning extends beyond classrooms and that co-curricular and extra-curricular engagement plays a vital role in the intellectual, social, cultural, and emotional development of students.

This Handbook serves as a comprehensive framework for the formation, functioning, monitoring, and evaluation of Student Clubs in the College. It provides standardized procedures to ensure that all club activities are conducted in an organized, inclusive, and outcome-oriented manner, contributing to the overall development of students and the institutional vision.

2. Scope of the Handbook

This Handbook shall apply to:

- All recognized Student Clubs functioning under Gopinath PG College
- Faculty members assigned as Club Mentors
- Student Coordinators and members
- All activities organized under the banner of Student Clubs
- Utilization of institutional resources for club activities
- Collaboration with external agencies through clubs

The provisions of this Handbook are binding on all stakeholders involved in student club functioning.

3. Policy Statement

Gopinath PG College is committed to:

- Promoting student participation in co-curricular and extra-curricular activities
- Encouraging leadership, creativity, teamwork, and social responsibility
- Providing equal opportunity to all students irrespective of gender, background, or ability
- Ensuring safe, ethical, and value-based conduct in all student initiatives
- Supporting talent development through structured mentorship and guidance

The College shall facilitate a vibrant ecosystem where Student Clubs function as platforms for experiential learning and community engagement.

4. Vision

To nurture confident, competent, and socially responsible individuals through active student engagement, leadership development, and creative expression beyond the classroom.

5. Mission

1. To provide structured platforms for skill enhancement and talent development
2. To promote teamwork, leadership, and organizational abilities
3. To encourage cultural, social, scientific, and entrepreneurial spirit
4. To develop sensitivity towards community, environment, and ethical values

5. To bridge academic learning with real-world experiences
-

6. Objectives of Student Clubs

Student Clubs at Gopinath PG College aim to:

- Develop communication, leadership, and interpersonal skills
- Provide opportunities for practical exposure and innovation
- Encourage physical, mental, and emotional well-being
- Promote cultural heritage and artistic talent
- Foster social responsibility and community service
- Enhance employability and professional readiness
- Strengthen peer learning and collaborative spirit

7. Institutional Governance Framework

7.1 Overall Oversight

The Student Clubs of **Gopinath PG College** shall function under a structured governance system to ensure transparency, discipline, and educational value.

The governance structure shall consist of:

1. Principal – Patron
2. Student Club Coordination Committee
3. Faculty Mentors
4. Student Coordinators
5. Club Members

All club activities shall be aligned with institutional values, academic calendar, and student development goals.

7.2 Roles & Responsibilities

(A) Principal – Patron

- Provide overall guidance and approval
- Ensure availability of resources
- Review annual performance of clubs
- Encourage student participation

(B) Student Club Coordination Committee

- Plan annual club calendar
- Approve activity proposals
- Monitor discipline and conduct
- Evaluate outcomes of activities



(C) Faculty Mentor

- Guide planning and execution
- Supervise students
- Ensure safety and ethics
- Maintain records and reports

(D) Student Coordinator

- Organize meetings
- Mobilize participation

- Maintain attendance
- Coordinate with mentor

(E) Club Members

- Actively participate
 - Follow code of conduct
 - Support teamwork
 - Respect institutional property
-

8. Formation & Continuity of Student Clubs

1. Clubs shall function throughout the academic session.
2. Each club shall have:
 - One Faculty Mentor
 - One Student Coordinator
 - Minimum 10 active members
3. Membership shall be:
 - Voluntary
 - Open to all students
 - Without discrimination
4. Clubs shall prepare:
 - Annual Action Plan
 - Monthly activity schedule

- Activity reports
 - Attendance records
5. Continuity shall be ensured through:
- Successor student coordinators
 - Proper documentation
 - Annual review meetings

9. Classification of Student Clubs

Student Clubs at **Gopinath PG College** are organized under five major categories:

9.1 Academic & Domain Clubs



GOPINATH PG COLLEGE ACADEMIC & DOMAIN CLUBS 2025

Club Name	Core Area	Learning Focus	Faculty Mentor (Role)
Teacher Education & Pedagogy Club	Innovative teaching methods, lesson planning	Strengthen teaching skills & classroom confidence	Chandrakesh Dubey – Guide practice sessions, mentor teaching projects

Educational Technology & Innovation Club	ICT, smart classrooms, digital learning	Tech-enabled teaching & creativity	Saurav Verma – Supervise projects & innovative tools
Research & Educational Development Club	Educational research, data collection	Analytical thinking & research aptitude	Dr. Rishikesh Tiwari – Oversee research & report writing

9.2 Cultural Clubs



Club Name	Focus Area	Learning Focus	Faculty Mentor (Role)
Dance & Music Club	Folk, classical, modern	Confidence & artistic expression	Pratima Pandey – Lead rehearsals
Drama & Theatre Club	Acting & stagecraft	Communication & teamwork	Dr. Girish Chandra – Direct plays
Art & Craft Club	Drawing & design	Creativity & imagination	Vijay Laxmi Tripathi – Workshops
Literary & Expression Club	Debate & writing	Language & expression	Dr. Anjana Tiwari – Coach events
Festival & Heritage Club	Cultural events	Inclusivity management &	Ankit Rai – Supervise programs

9.3 Sports Clubs

GOPINATH PG COLLEGE SPORTS & WELLNESS CLUBS

Club Name	Focus Area	Learning Focus	Faculty Mentor (Role)
Indoor Sports Club	Chess, carrom, TT	Focus & coordination	Vikash Srivastava – Manage tournaments
Outdoor Sports Club	Football, cricket, volleyball	Teamwork & discipline	Ranjeet Yadav – Coach players
Yoga & Fitness Club	Yoga & mindfulness	Physical & mental health	Dr. Adhish Srivastava – Lead sessions

9.4 Personality & Well-Being Clubs

GOPINATH PG COLLEGE PERSONALITY & WELL-BEING CLUBS

Club Name	Focus Area	Learning Focus	Faculty Mentor (Role)
Mindfulness & Meditation Club	Meditation	Emotional balance	Dr. Vedprakash Tiwari
Leadership & Confidence Club	Self-growth	Leadership skills	Ravindra Sharma
Digital Wellness Club	Responsible internet use	Safe digital behavior	Kamlesh Kevat

9.5 Social & Community Outreach Clubs

GOPINATH PG COLLEGE

SOCIAL OUTREACH & COMMUNITY CLUBS

Club Name	Focus Area	Learning Focus	Faculty Mentor (Role)
NSS & Clean Campus Club	Civic work	Volunteerism	Munaur Ali
Health Awareness Club	Hygiene & wellness	Preventive care	Saiduzzafar
Rural Education & Outreach Club	Rural teaching	Empathy & exposure	Anil Rao
Gender Equity Club	Inclusivity	Social respect	Sonu Kushwaha
Environment & Sustainability Club	Eco initiatives	Stewardship	Saurav Verma

10. Activity Planning Process

All Student Clubs of **Gopinath PG College** shall follow a structured activity planning mechanism to ensure academic relevance and student development.

10.1 Annual Planning

Each Club shall prepare:

- Annual Action Plan at the beginning of the session
- Minimum 4 activities per semester
- Balance of:
 - Skill development
 - awareness programs
 - competitions
 - community engagement

10.2 Types of Activities

Clubs may organize:

- Workshops & training sessions
- Competitions & exhibitions
- Awareness drives
- Field visits
- community service
- cultural programs
- guest lectures
- peer learning sessions



10.3 Alignment Principles

Activities must:

- Support student learning outcomes
 - Encourage participation of all students
 - Promote ethical and inclusive values
 - Maintain discipline and safety
 - Reflect institutional vision
-

11. Standard Operating Procedures (SOPs)

11.1 Activity Approval Process

1. Student Coordinator prepares Activity Proposal
2. Faculty Mentor reviews feasibility
3. Proposal submitted to Club Coordination Committee
4. Approval from Principal
5. Activity conducted
6. Report submission within 3 days

Required documents:

- Proposal form
- budget estimate
- participant list
- permission note

- post-activity report
-

11.2 Safety, Discipline & Conduct

All club activities shall ensure:

- respectful behavior
- no discrimination
- protection of college property
- adherence to timings
- safety of participants
- prohibition of:
 - ragging
 - political propaganda
 - substance use
 - any unlawful activity

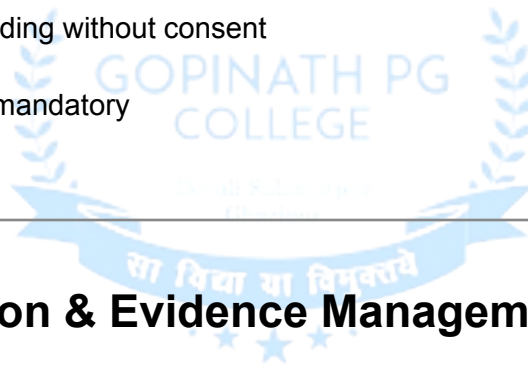


Faculty Mentor shall be present during major events.

12. Financial & Resource Utilization

1. Clubs may utilize:
 - college infrastructure
 - classrooms
 - auditorium

- sports facilities
 - ICT resources
2. Financial principles:
- prior approval for expenses
 - transparent utilization
 - purchase through office
 - no personal collection without permission
3. External sponsorship:
- allowed with approval
 - no commercial branding without consent
 - ethical compliance mandatory



13. Documentation & Evidence Management

Each Club shall maintain:

- Membership register
- Attendance records
- Photographs
- Activity reports
- feedback forms
- media clippings
- certificates issued

Responsibility

- Maintained by Student Coordinator
 - Verified by Faculty Mentor
 - Submitted to Committee every semester
-

14. Monitoring, Evaluation & Outcome Assessment

14.1 Monitoring

- Monthly review by Mentor
- Semester review by Committee
- Annual presentation by clubs

14.2 Evaluation Parameters

- number of activities
- student participation
- skill improvement
- social impact
- innovation
- discipline

14.3 Outcome Indicators

- improved confidence
- leadership skills



- communication ability
- teamwork
- community sensitivity
- creative expression

15. Recognition, Incentives & Motivation

To encourage active participation and quality performance, the College shall adopt the following measures:

1. Certification

- Certificates shall be issued to:
 - Student Coordinators
 - Active members
 - winners of competitions
 - volunteers in outreach programs

2. Appreciation

- Outstanding performance shall be acknowledged during:
 - Annual functions
 - College events
 - notice boards
 - institutional reports

3. Opportunities

- Club members may be given preference for:
 - representing the College

- organizing institutional programs
- leadership roles
- inter-college participation

4. Mentor Recognition

- Faculty Mentors shall be appreciated for their guidance and contribution to student development.

16. Inclusivity & Ethical Practices

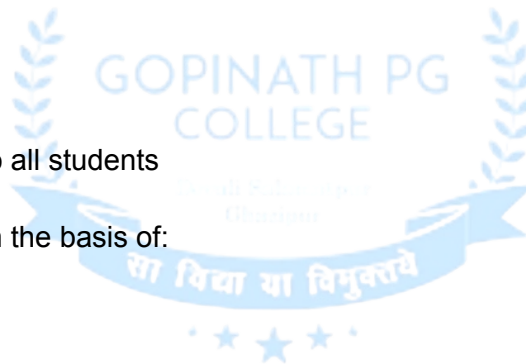
Gopinath PG College is committed to ensuring that all Student Clubs function on the principles of equality and ethics.

16.1 Inclusivity

- Equal opportunity to all students
- no discrimination on the basis of:
 - gender
 - religion
 - caste
 - language
 - physical ability
- special support to differently-abled students
- respectful environment for all

16.2 Ethical Conduct

- honesty and integrity in all activities



- respect for diversity
 - avoidance of plagiarism
 - responsible use of digital platforms
 - adherence to institutional values
-

17. Grievance Handling Mechanism

1. Any grievance related to club functioning may be reported to:

- Faculty Mentor
- Student Club Coordination Committee
- Principal

2. Types of grievances may include:

- unfair treatment
- misuse of funds
- harassment
- discrimination
- misconduct during activities

3. Procedure:

- written complaint submission
- verification by committee
- fair hearing
- corrective action



- record maintenance

Confidentiality of complainant shall be maintained.

18. Collaboration, Outreach & External Engagement

Student Clubs may engage in:

- collaboration with:
 - schools
 - community organizations
 - government programs
 - NGOs
- participation in:
 - social awareness drives
 - educational outreach
 - cultural exchange
 - environmental initiatives



All external engagement shall require prior approval from the College.

19. Continuous Improvement Mechanism

To maintain quality and relevance:

- annual review of clubs
- student feedback

- mentor suggestions
- revision of action plans
- capacity building of coordinators
- orientation programs

The system shall remain dynamic and student-centric.

20. Review & Amendments

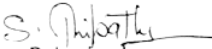
- This Handbook may be reviewed annually
- amendments may be proposed by:
 - Club Committee
 - Faculty Mentors
 - Principal



All changes shall be formally approved before implementation.

21. Approval & Effective Date

This Student Clubs Handbook is approved for implementation in **Gopinath PG College** and shall be effective from the date of approval by the competent authority.


Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

ANNEXURE-1

Student Club Constitution Format

1. Name of the Club:

2. Category of Club:

- Domain & Skill-Based
- Cultural & Performing Arts
- Sports & Fitness
- Mental Well-being & Personality Development
- Community & Social Service

3. Purpose of the Club:

(Brief description of objectives and focus areas)

4. Faculty Supervisor:

Name: _____

Designation: _____

Department: _____

5. Faculty Mentor:

Name: _____

Role & Responsibilities: _____

6. Student Leadership Structure:

- Student Coordinator:
- Joint Coordinator:
- Core Members:

7. Operational Period:

Academic Session: _____ to _____

8. Mode of Functioning:

Meetings, workshops, projects, outreach, competitions, etc.

9. Approval

Faculty Supervisor Signature: _____

Head of Institution / Authority: _____

Date: _____



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ANNEXURE- 2

Annual Club Action Plan Format

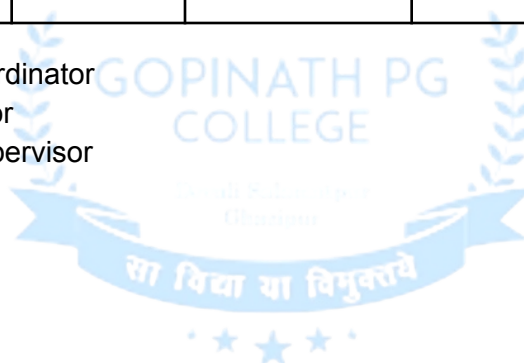
S. No.	Proposed Activity	Objective	Tentative Month	Target Group	Expected Outcome
1					
2					

Prepared by: Student Coordinator

Verified by: Faculty Mentor

Approved by: Faculty Supervisor

Date: _____



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ANNEXURE- 3

Club Activity Proposal & Approval Form

1. Name of the Club: _____

2. Title of Activity: _____

3. Nature of Activity:

Workshop Seminar Competition Outreach Awareness Training Other

4. Date & Duration: _____

5. Venue / Mode: _____

6. Objectives of the Activity: _____

7. Expected Learning Outcomes: _____

8. Target Participants: _____

9. Resource Person (if any): _____

10. Estimated Budget (if applicable): _____

11. Faculty in Charge: _____

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ANNEXURE- 4

Club Activity Report Format

1. Name of the Club: _____

2. Title of Activity: _____

3. Date & Venue: _____

4. Number of Participants: _____

5. Brief Description of the Activity:

6. Objectives Achieved:

7. Learning Outcomes /

Impact:

8. Student Feedback Summary:

9. Photographic Evidence:

Attached Uploaded Stored in Records

Prepared by: _____

Verified by: Faculty Mentor

Approved by: Faculty Supervisor

Date: _____

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ANNEXURE- 5

Club Attendance & Participation Record Format

Name of the Club: _____

Activity Title: _____

S. No.	Name of Student	Programme / Class	Roll No.	Signature
1				
2				



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ANNEXURE- 6

Student Club Feedback Format

Activity Title: _____

Please rate the following (1–5):

Criteria	Rating
Relevance of Activity	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Learning Value	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Organization	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

What did you learn from this activity?

Suggestions for improvement:

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ANNEXURE- 7

Student Coordinator Appointment Letter Format

This is to certify that **Mr./Ms.** _____,

Programme: _____,

has been appointed as Student Coordinator of the ** Club** for the academic session

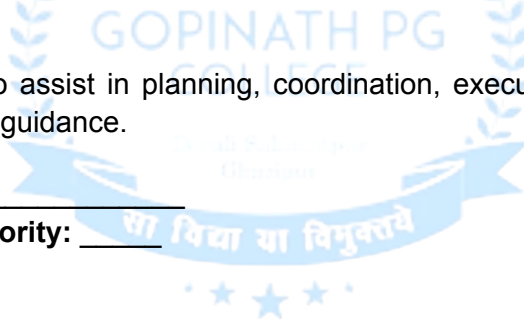
_____.

The student is expected to assist in planning, coordination, execution, and documentation of club activities under faculty guidance.

Faculty Supervisor: _____

Head of Institution / Authority: _____

Date: _____



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ANNEXURE- 8

Annual Club Summary Report Format

1. Name of the Club: _____

2. Academic Session: _____

3. Faculty Supervisor & Mentor: _____

4. Total Activities Conducted: _____

5. Student Participation (Approx.): _____

6. Major Achievements: _____

7. Best Practices Identified: _____

8. Challenges & Action Taken:

9. Overall Impact Statement:

Submitted by: _____

Approved by: _____

Date: _____